

Role Description

Finance Officer

Reports to: The Finance Officer is part of Business Services reporting directly to the Director of Finance. The purpose of the role is to manage non fee receipting and billing and centralise purchasing to ensure the Financial Delegation Policy is adhered to and timely delivery of goods and services that are cost effective and at their best value.

Professional Responsibilities

a. Procurement and purchasing

- Manage procurement and purchasing process and ensure Financial Delegations Policy is adhered to
- Organising dispatch and managing delivery schedules for all purchasing
- Reconciliation of corporate credit cards
- Propose recommendations on supplier performance and pricing to ensure timely and cost-effective supply of goods and services.

b. Non-core accounts receivable and payable

- Process receipting and payments for various School related entities (excluding School fees and related parent payments)
- Generate and reconcile sundry invoices
- Process ad hoc invoices and payments.

c. Other finance and administration duties

- Manage and maintain key registration record
- Manage Business Services general email accounts
- Provide support and backup for Accounts Payable and Accounts Receivable
- Provide support and backup to other Business Services roles from time-to-time
- Assist with process review and development
- Work with and support other School communities.

Essential Attributes

The Finance Officer will need to display:

- Strong background in accounts payable and/or receivable
- Experience in Education sector is strongly preferred
- Excellent time management skills, including the ability to prioritise and coordinate with other team members
- Excellent customer service and interpersonal communication skills
- Intermediate/Advance Microsoft Excel and Word skills
- Fully embrace and support the Christian ethos of Meriden as an Independent Anglican School
- Loyalty to the School and the Principal.